



### Timeline and Milestones Chart

The Expert Review (excluding training sessions and other preliminary steps) spans 15 days. The table below specifies the general timeline and key milestones for Reviewers and panels. Panels should develop their own schedules that are close to if not exactly these dates, and share them with their POL and Editor.

Date	Tasks
<b>Wednesday – Wednesday</b> <b>3/25-4/1</b>	<ul style="list-style-type: none"> <li>Visit website and read review material</li> </ul>
<b>Wednesday</b> <b>4/1</b>	<ul style="list-style-type: none"> <li>Conduct/record Orientation VI with External Reviewers</li> <li>Panel emails sent out to External Reviewers</li> </ul>
<b>Wednesday-Monday</b> <b>4/1-4/6</b>	<ul style="list-style-type: none"> <li>POL introduces themselves to their panels</li> <li>Program and Evaluation Reviewers download applications from eGrants</li> <li>Reviewers review all applications for Conflicts of Interest (COI)</li> <li>Reviewers download COI Statement and Reviewer Participant Agreement (RPA) from the webpage <a href="http://www.nationalservice.gov/SIFReviewerResourcePage">http://www.nationalservice.gov/SIFReviewerResourcePage</a></li> </ul>
<b>Thursday-Monday</b> <b>4/2-4/6</b>	<ul style="list-style-type: none"> <li>Read first set of applications</li> </ul>
<b>Saturday-Sunday</b> <b>4/4-4/5</b>	<ul style="list-style-type: none"> <li>Write draft IRWs for first set of applications and notify Panel Coordinator</li> </ul>
<b>Monday</b> <b>4/6</b>	<ul style="list-style-type: none"> <li>Receive Panel Coordinator feedback on draft IRWs</li> <li>Prepare for Panel Discussion on first set of applications</li> <li>Participate in Panel Discussion of first set of applications (POL introduces her/himself at beginning of first call)</li> </ul>
<b>Tuesday</b> <b>4/7</b>	<ul style="list-style-type: none"> <li>Revise IRWs to reflect any changes in assessment after Panel Discussion</li> <li>Send first set of IRWs to POL for review</li> </ul>
<b>Wednesday</b> <b>4/8</b>	<ul style="list-style-type: none"> <li>POL sends back first set of IRWs and PC sends IRWs to Editor</li> <li>Read second set of applications</li> </ul>
<b>Thursday</b> <b>4/9</b>	<ul style="list-style-type: none"> <li>Editor sends back first set of IRWs to PC, who shares them with Reviewers</li> <li>Make revisions to first set of IRWs based on POL and Editor feedback,</li> </ul>
<b>Friday-Saturday</b> <b>4/10-4/11</b>	<ul style="list-style-type: none"> <li>When approved by PC, Reviewers will send a final copy to their PC</li> <li>Write draft IRWs for second set of applications and send to Panel Coordinator</li> <li>Receive Panel Coordinator feedback on draft IRWs</li> <li>Revise draft IRWs in advance of Panel Discussion</li> </ul>
<b>Sunday-Monday</b> <b>4/12-4/13</b>	<ul style="list-style-type: none"> <li>Prepare for Panel Discussion on second set of applications</li> <li>Participate in Panel Discussion of second set of applications</li> <li>Revise IRWs to reflect any changes in assessment after Panel Discussion</li> <li>Send second set of IRWs to POL for review</li> </ul>
<b>Tuesday</b> <b>4/14</b>	<ul style="list-style-type: none"> <li>POL sends back second set of IRWs and PC sends IRWs to Editor</li> </ul>
<b>Wednesday</b> <b>4/15</b>	<ul style="list-style-type: none"> <li>Make revisions to second set of IRWs based on POL and Editor feedback</li> <li>When approved by PC, Reviewers will send a final copy to their PC</li> </ul>
<b>Thursday</b> <b>4/16</b>	<ul style="list-style-type: none"> <li>Finalize all IRWs and notify GL</li> <li>Complete check out process</li> </ul>